PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research & Development Personnel **Date**: September 2, 1997

From: Charity M. Harris

Subject: Records Disposal Suspension Notice – August 26, 1997

Attached is a copy of a memorandum from William Lynch in the Philip Morris New York Legal Department advising an additional suspension of document disposal. **Please pay attention to Attachment A for the description of the records involved in the notice.**

Retain this notice by filing it in your Philip Morris USA Records Management manual behind Appendix A. If you have any questions about this notice or other records issues, please contact Charity Harris (x2411), Marian DeBardeleben (x2876), or Carla Gregory (x2879).

Attachment

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